HR Update

HR ... Solutions for Success.

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HR UPDATE
LET US KNOW WHAT YOU THINK

Please let us know what you think of our publication. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact franklin.hurt@alaska.gov.

Integrated Resource Information System (IRIS)
By Karen Lechner

Enterprise Resource Planning Project Name and Logo Announced

The Enterprise Resource Planning (ERP) Steering Committee selected a winning name and approved a logo for the ERP project, and DOA Commissioner, Becky Hultberg, announced the winners, Dena Ross and Amy Carroll, by statewide email on December 6, 2011.

The naming contest generated 212 entries which were judged on relevance, creativity and fit. The winning entry, Integrated Resource Information System (IRIS), was

submitted by Dena Ross (Department of Public Safety), and the selected logo concept was created by Amy Carroll (Department of Fish and Game).

Dena, an Administrative Assistant for the Alaska Wildlife Troopers in Soldotna, arrived at the winning name, IRIS, by selecting the indigenous state flower and matching key words of the ERP system's capabilities to the letters of her favored bloom. Growing up in Nome without a garden or a yard, she enjoyed the annual wildflower display of over 200 varieties around Anvil Mountain but was partial to the huge fields of irises throughout the Nome area.

Dena Ross

Dena continues to indulge in her passion for lovely blossoms by spending her spare time planting and gardening. In the past five years, yard space has allowed Dena to nurture her green thumb, raising perennials and vegetables and waiting

Dena's Garden

each spring to see which flowers return. One of her other favorite past times is to share her garden, and her irises, with her grandson.

Amy studied graphic design in college and has worked in the field since graduating. She joined the Department of Fish and Game as a Publications Specialist in 2001. While she spends a majority of her time formatting and archiving scientific and technical publications, she does have the opportunity to work on high visibility projects such as *"Sustaining Alaska's Fisheries: Fifty Years of*

Amy Carroll

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Statehood," a publication exploring Alaska's fishery management heritage that was created as part of Alaska's 2009 Statehood Celebration.

An active triathlete, Amy spends her spare time exploring the outdoors and has lent her design skills

Amy cycling

to local Juneau sporting events, such as the Aukeman Triathlon and the Tour of Juneau cycling event. On any given weekend, she can be found swimming, skiing, cycling and hiking among other outdoor activities.

As part of the administrative systems replacement effort, the IRIS project is a statewide effort to improve SOA administrative and operational functions by making them less complicated and more efficient. IRIS will streamline current business processes, expedite and simplify business transactions with the SOA, and support refined customer service as SOA agencies use a consistent and efficient administrative system. Over the duration of the project, IRIS will replace aging financial (AKSAS) and payroll (AKPAY) systems and add functionality for integrated procurement, human resource management, debt management, and learning management systems. IRIS will also support SOA employee and vendor self-service portals.

Additional information about IRIS can be accessed from the Department of Finance homepage, http://doa.alaska.gov/dof/iris/index.html

ASSET Updates
By Tammy Ignell and Amanda Webb

In the November issue of the HR Update the Alaska Statewide System for Employee Time (ASSET) project team announced that the deployment of project was to be delayed with a new start date for the pilot targeted for Spring 2012. Since that time the ASSET Project Managers have spent a significant amount of time reviewing tasks and effort necessary to achieve the goals of ensuring:

1. Business rules calculate correctly
2. Acceptable screen response times and batch processing fits within available daily windows
3. High-quality training curriculum and orientation

This review resulted in an extension of the project schedule through July 2013 with key milestones of:

- Rule validation and performance check in March 2012

- Pilot in the Department of Administration September – December 2012

- Agency deployments beginning in January 2013

The Change Management team will work with HR/Payroll staff and Agency Liaisons in early-2012 to confirm whether previously defined deployment timelines are acceptable and to provide additional guidelines for deployment-group identification.

ASSET Project Extension Information

The reasons for this extension include concerns about quality, system performance, adequate training, and respect for work-life balance for project team members.

To address quality concerns, the number of Complex Timesheet (CTS) validation tests expanded from 600 to 2,400 in addition to 670 scenario and 92 mega-scenario validation tests. The additional time will also allow for complete testing of all interfaces. To ensure improved system performance and required functionality, the project directors have approved implementation of the latest release of the TimeLink software for ASSET. Finally, the project team is caring for concerns over adequate training by ensuring that SOA HR/Payroll staff has sufficient opportunity and time for system exposure, agency staff has sufficient opportunity and time to become familiar with ASSET labor cost accounting and to revise agency processes, and the nearly 4,000 time approvers are trained prior to their agencies' implementations.

To ensure this schedule and to replace resources who are rolling off the project, additional resources will be added to the project team over the next year.

Department of Administration (DOA) Statewide Projects Review

DOA is developing and will distribute a document that details the implementation timelines and agency impacts of our concurrent and overlapping statewide projects for discussion with each agency. Watch for updated timeline and information on the project's SharePoint Web site in the coming weeks.

We understand that this extension will be disappointing to some employees who are looking forward to replacing aging systems or manual processes, but have

also received feedback that supports our decision to "get it right" rather than rush to deploy. We are looking forward to working with each agency for the successful implementation of ASSET. Questions or concerns with this new schedule can be addressed to the project directors, Nicki Neal and Scot Arehart, or the project managers, Bill Diebels, Jr. and Tammy Ignell.

Duplicate W-2 Request for 2011 and Prior Years
by Rick Morrison

The 2011 W-2s will be mailed out to State of Alaska employees in batches beginning Tuesday, January 17, 2011. Requests for duplicate 2011 W-2s will be processed beginning February 1. Please allow the post office time to deliver misrouted or forwarded W-2s. All requests for duplicate W-2s should be directed to the Employee Call Center, at 465-3009, by fax at 465-6624, or by e-mail at employeecallcenter@alaska.gov. Employees of Office of the Governor, Legislative Branch, and the Alaska Court System should direct requests to their Human Resource Office.

Every effort will be made to process duplicate W-2 requests within 1 business day between February 1, 2012 and April 15, 2012.

Questions may be directed to the Employee Call Center.

Classification Class Study Update

Active Studies

- Nursing Director (Corrections)
- Retirement & Benefits Technicians, Specialist, and Managers
- Children's Services Specialists
- Chemists
- Agricultural Inspectors
- Environmental Health Lab Class Consolidation
- Biologists

Recently Completed Studies

- EEO Officers – Effective 01/01/2012 Medical Records Administrator – Effective 12/01/2011
- Mechanical Inspection Manager – Effective 11/16/2011
- Autopsy Technician/St Medical Examiner's Office – Effective 11/01/2011
- Administrator, VCCB – Effective 08/16/2011
- Business Analyst (ERP) – Effective 08/02/2011
- Analyst/Cartographer (GIS) – Effective 08/01/2011
- Executive Director, Health Care Commission – Effective 07/16/2011
- Program Coordinator, Phase III – Effective 07/01/2011

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